

4 November 1963

MEMORANDUM FOR:

SUBJECT : Interesting Excerpts from the Secretariat Monthly Reports

1. Security and Dissemination

7 June 1963. Secretariat commenced experimentation with cable delivery by pneumatic tube. On 24 May Security relaxed prohibitions on handling sensitive cables by this means provided they were enveloped. felt that the time spent in enveloping took more time than direct delivery by courier.

2. Production

4 October 1963. Three percent of the cables to the DCI.

26 September 1963. Secretariat was averaging 1.7 cables a minute.

8 July 1963. Based on figures from the first quarter 1962 through the first quarter 1963 Secretariat estimates that it will be handling items a month by the second quarter 1964. For June 1963 the monthly total was The Cable Secretary plans to plot actual figures over the next several months against these projected figures.

5 April 1963. Although handling a record number of cables the Secretariat was not processing the individual cable within the same length of time that it had done so in the past. The average time is

now four hours in comparison to the previous average of one-two hours. The reason for this is that with a backlog, cables have to sit longer until they get processed.

7 March 1963. From June to December 1961 the Secretariat's total budget averaged out in terms of cable costs at \$1.90 per cable. In 1962 this dropped to \$1.55 per cable. The costs are expected to rise again.

3. Historical

July 1962. The Signal Center Message Center became the Cable Secretariat.

August 1962. The Secretariat handled cables.

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September 1962. The Secretariat got the "wheel" from O/DCI, becoming responsible for identifying cryptonyms in cables.

SDB